



# Office of Children & Adult Licensing Child Day Care Licensing

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## Licensing Rules for Child Care Centers

Effective 12-07-2006

State of Michigan  
Department of Human Services



# Child Care Center Rules

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## Part 1. General





# Licensee Responsibilities

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- Post in a place visible to parents:
  - Current license
  - Copy of current regulations
  - Notice stating whether or not criminal history checks are required for employees and volunteers
- Notify dept. w/in 30 days of hiring a new program director



# Licensee Responsibilities

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- Written plan to assure compliance with the Child Protection Law
- Statement signed by each staff that:
  - Child abuse and neglect is against the law
  - Center's policies on CA/N shared with each staff member
  - ALL caregivers MUST immediately contact Children's Protective Services when child abuse/neglect is suspected



# Licensee Responsibilities

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- Assure the number of children in care does not exceed the licensed capacity
- Maintain name, address, & telephone number for each child and employee for 4 years





# Licensee Responsibilities

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- Cooperate with the department in connection to inspections and investigations
  - Providing access to all records, documents and staff
  - Provide accurate and truthful information

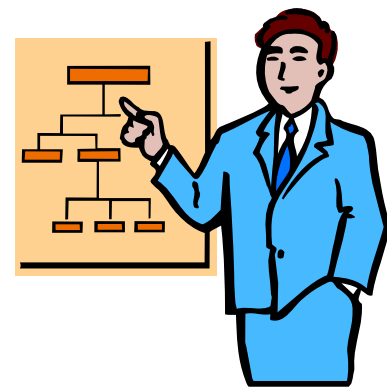




# Licensee Responsibilities

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- Release children to either parent unless there is a court order on file
- Develop a written, on-going staff training plan which includes the minimum training requirements established by these rules





# Staff Training

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- Blood-borne pathogen training:
  - Within 6 months for new hires
  - Within 1 year for current staff
- At least 1 caregiver with current infant, child & adult CPR and current first aid
- 12 clock hours of annual training required for all caregiving staff





# Staff Training

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Training topics must include:

- Child Development
- Curriculum
- Child Discipline
- Health, Safety, Nutrition
- Working with Parents
- Licensing Rules
- Safe Sleep & Shaken Baby Syndrome (for infant/toddler caregivers)



# Staff Training

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Annual training hours may include:

- In-service trainings (staff meetings)
- Sessions offered by community groups, faith-based organizations, provider associations
- Workshops, courses offered by local or intermediate school districts and colleges
- Trainings, seminars, conferences offered by ECE organizations
- On-line trainings (must be facilitated and validated)



# Program Director

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Requirements for program director:

- 21 years of age
- Current CPR & first aid certification
- Blood-borne pathogen training
- 2 semester hours or 3.0 CEU's in child care administration
- Be present full time for programs operating less than 6 hours; 50% of the time for full day programs





# Program Director

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- Program director qualifications increased
- “Child related fields” expanded:
  - Elementary education
  - Child guidance/counseling
  - Child psychology
  - Family studies
  - Social work





# Program Director

Education	Sem. Hours in ECE	Experience
Bachelor's degree or higher in ECE or child development		
BA/BS or higher in a child-related field →	18 semester hours →	480 hours
Associate's degree in ECE or child development →	18 semester hours →	480 hours
Montessori Credential →	18 semester hours →	960 hours
CDA Credential →	18 semester hours →	960 hours
60 Semester hours →	18 semester hours →	1920 hours



# Program Director

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- 480 hours = 3 months of full time experience
- Approved hours of experience must be verifiable
  - Employment in licensed facility
  - Field placements; student teaching
  - Supervised volunteer work in an ECE setting



# Program Director

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- 2 semester hours or 3 CEU's in child care administration
- "Child care administration" means:
  - Child care administration
  - Education administration
  - Business administration



# Program Director

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- Currently employed program directors with **2 years experience as a PD** are exempt from increased educational requirements (child care administration course and 18 semester hours in ECE)
- Currently employed program directors with **less than 2 years experience** have 2 years to comply with the increased educational requirements





# Program Director

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- Program directors hired between 12/7/2006 and 12/7/2007 can be approved under the previous qualification requirements (blue rule book)
- 1 year from date of hire to comply with the new program director educational requirements



# Lead Caregiver

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Lead caregiver responsible for:

- Oversee planning, implementation, & evaluation of classroom program
- Oversee caregiving staff for a specific group of children
- Overall care and supervision of children





# Lead Caregiver

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- At least 1 lead caregiver must be assigned to each group of children in self-contained or well-defined space
- Be present:
  - Full time for programs operating less than 6 continuous hours
  - At least 6 hours/day for programs operating 6 or more continuous hours



# Lead Caregiver

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- Program director must appoint a substitute for a lead caregiver who has an absence that exceeds 30 consecutive workdays until the return or replacement of the lead caregiver
- The substitute must meet the qualifications of the lead caregiver or be currently enrolled in relevant training



# Lead Caregiver

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- Lead caregiver must:
  - Be at least 19 years old
  - Have a high school diploma/GED
  - Have current Infant, Child and Adult CPR and 1<sup>st</sup> Aid
- Program director may be designated as a lead caregiver



# Lead Caregiver

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- Infant/toddler lead caregivers must have 3 semester hours or 4.5 CEU's in infant/toddler development and care practices
- Comply with lead caregiver education and experience qualification requirements by December 7, 2008





# Lead Caregiver

Education	Sem. Hours/CEUs in a child-related field	Experience
BA/BS in ECE, child development or child-related field		
Associate's degree or higher in ECE or child development		
CDA/Montessori Credential →	→	480 hours
High School/GED →	12 semester hours →	960 hours
High School/GED →	180 clock hours (12 semester hours &/or 18 CEU →	1920 hours
High School/GED →	90 clock hours (6 semester hours &/or 9 CEUs) →	3840 hours



# Lead Caregiver

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- To convert semesters hours & CEU's:
  - 1 sem. hour = 15 clock hours of training
  - 1 CEU = 10 clock hours of training
- Approved hours of experience must be verifiable
  - Employment in licensed facility
  - Field placements; student teaching
  - Supervised volunteer work in an ECE setting



### LEAD CAREGIVERS: CHILD CARE CENTERS

**State of Michigan**

Department of Human Services  
Office of Children and Adult Licensing

**List information for all lead caregivers in the program. Verification of educational credentials must be available at the center for review.**

Facility Name: \_\_\_\_\_

License Number:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

(Licensee or Authorized Designee)

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You may copy this form if you need additional sheets.



# Staff Requirements

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- Suitable and responsible to meet the needs of children
- Provide documentation before employment:
  - From DHS that the person has not been named as a perpetrator of child abuse/neglect
  - That the person has not been convicted of child abuse/neglect, or a felony involving harm or threatened harm within the past 10 years  
*(ICHAT satisfies this requirement)*



# Staff Requirements

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- Staff TB test required only once – within 1 year before employment
- Staff physicals required only once – 6 months before, or 30 days after the start of employment





# Volunteer Requirements

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- Provide documentation before unsupervised contact with children:
  - From DHS that the person has not been named as a perpetrator of child abuse/neglect
  - That the person has not been convicted of child abuse/neglect, or a felony involving harm or threatened harm within the past 10 years
- Written policy regarding supervision of volunteers



# Volunteer Requirements

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Volunteers who have contact with children for:

- At least 4 hours per week, and
- For more than 2 consecutive weeks

must have documentation of

- Physical evaluation (less than 6 months old)
- Negative TB test (less than 1 year old)



# Ratios

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Minimum of 2 staff members, 1 of whom is a caregiver, present:

- When 7 or more preschool children are in care
- When 3 or more children birth – 3 years of age are in care



# Preschool Ratios

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- Preschool ratios unchanged:
  - 1:10 for three year old children
  - 1:12 for four year old children
- When mixing children of different ages in the same room or well-defined space, ratio drops to youngest-age ratio, unless each group is clearly separated and appropriate ratios are maintained



# Program

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Provide opportunities for children to:

- Feel successful and develop independence
- Be creative
- Learn new ideas and skills
- Participate in imaginative play







# Program

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- At least 30 minutes of developmentally appropriate language and literacy experiences
- Early math and science experiences

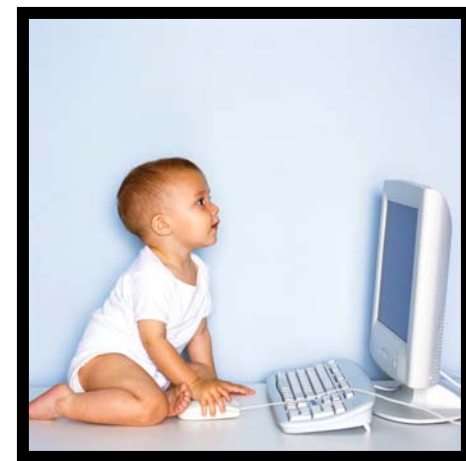




# Program

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- 59% of children under two years of age watch TV daily
- 42% of children under two years of age watch videos/DVD's daily
- Infants as young as 6 months, watch 1-2 hours of television every day
- Toddlers and preschoolers watch more than 3 hours a day





# Program

- TV, videos, computer programs suitable to the age of the child
  - Content, and
  - Length of use
- Violent/adult content programs and movies not permitted
- Other activities must be available during TV and movie viewing





# Program

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- Daily activity guide prepared and posted in a place visible to parents
- Daily outdoor play required for children in care for more than 5 continuous hours, unless
  - Inclement weather
  - Other weather conditions that could result in children becoming overheated or excessively chilled





# Program

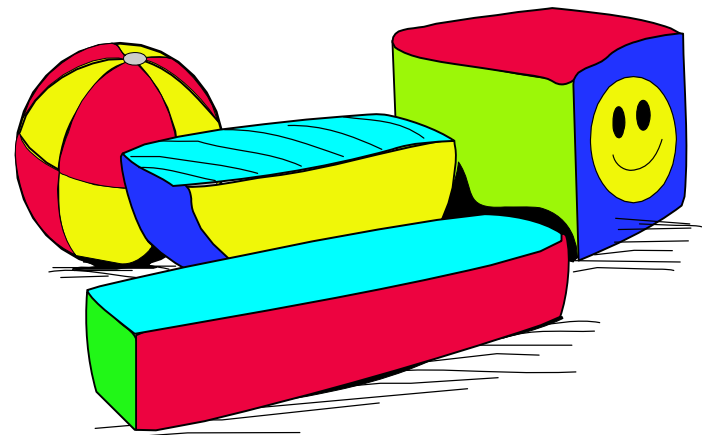
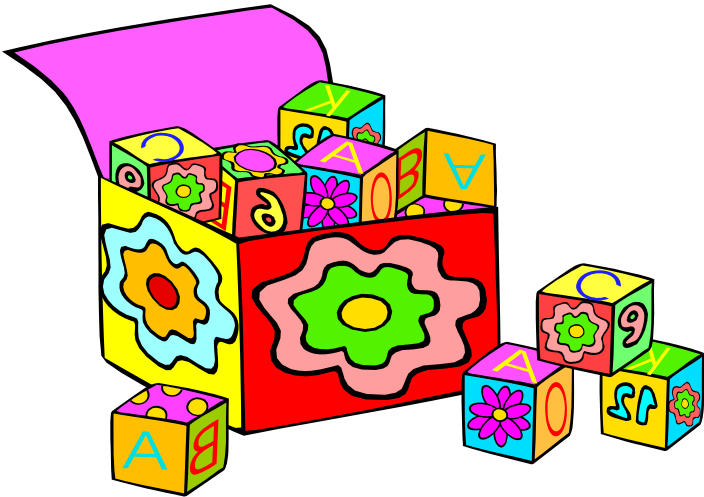
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- When caring for children with special needs, center must work with:
  - Parents
  - Medical personnel
  - Other professionals
- Parents may visit the program to observe their child during the hours of operation



# Equipment

- 3 playspaces per child in licensed capacity
- 2 playspaces per child accessible at any one time





# Equipment

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- Playspace: “A piece or pieces of equipment that one child can use independently for 15 minutes”
  - Inventories updated at each renewal
    - Include equipment, toys, materials to be used by children; furniture used by children; cots/mats; rocking chairs for I/T programs





# Sleeping Equipment

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- Cots or mats required for each child enrolled for 5 or more continuous hours
- Each cot or mat must be cleaned and sanitized between uses by different children, or weekly







# Sleeping Equipment

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- Sheet or blanket provided to each child's exclusive use:
  - Washed at least weekly or when soiled
  - Stored so it does not make contact with other bedding
- Cots and mats spaced at least 18" apart to provide free and direct means of egress





## Food Services & Nutrition

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- Snacks and meals must meet the minimum meal requirements of the Child and Adult Care Food Program
- Children may not be deprived of snacks or meals
- Adequate staffing to assure food service activities do not detract from direct care and supervision of children



# Children's Records

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- Child Information Cards updated when information changes, or annually
- Immunization records
- Daily attendance records, including arrival and departure times
- Medication permission
- Written permission for field trips at enrollment or prior to each field trip
- Parent notification before each field trip



# Children's Records

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- Within 30 days of initial attendance, a physical evaluation:
  - Completed within past 3 months for infants and young toddlers
  - Completed within past 12 months for older toddlers
- Physical evaluations updated:
  - Yearly for infants and young toddlers
  - Every 2 years for older toddlers



# Children's Records

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Parent  
contract  
eliminated!



# Parent Information

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Written information packet provided to parents:

- Admission/withdrawal criteria
- Schedule of operation
- Fees
- Discipline policy for children
- Nutrition and food service program
- Program philosophy and daily schedule
- Health care plan



# Health Care Plan

Written health care plan to include:

- Procedures for hand washing
- Handling children's bodily fluids
- Cleaning and sanitizing equipment
- Controlling infection
- Health-related resources



# Accident, Injury, Illness Death Reporting

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Serious injury, accident, or illness resulting in emergency medical treatment, hospitalization, or death:

- Verbal report to OCAL within 24 hours
- Written report to OCAL within 72 hours



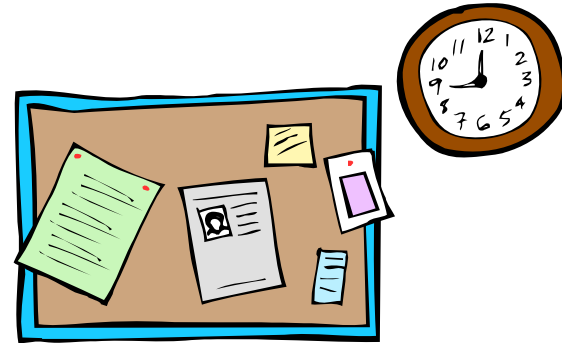




# Emergency Plans

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- Written procedures for:
  - Fire
  - Tornado
  - Serious accident, illness, injury
  - Crisis management (including intruders and bomb threats)





## Emergency Plans

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- Reviewed at least 2x/year with staff
- Fire drills quarterly; 2 tornado drills between April – October
- Maintain written log of all drills
- If cribs are used in evacuations, doors within means of egress must be wide enough to accommodate crib evacuation



# Medication

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- Must be administered by an adult caregiver
- Written permission required for all prescription and non-prescription medication
- Topical, nonprescription medications require annual parental authorization (Records of each application not required)





# Medication

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- Prescription medication must be in the original container with the pharmacy label (physician's name, child's name, instructions, and name and strength of the medication)
- Medication must be returned to parent or destroyed when it is no longer needed, or it has expired
- Label directions must be followed unless authorized in writing by physician



# Child Illness

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If a child in care contracts a communicable disease, parents must be notified of:

- The name of the communicable disease
- That their child may have been exposed to the disease
- Symptoms of the disease

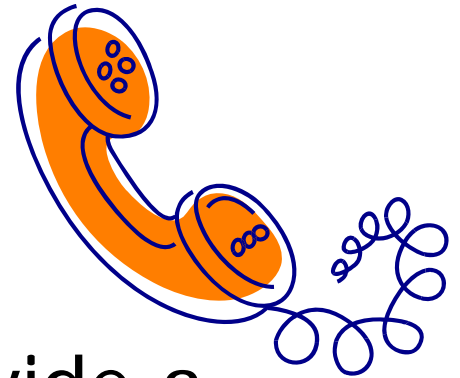




# Telephone

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- A land-line telephone must be available, operable, and accessible in the building during the hours the center is in operation
- When open, the center must provide a telephone number “known to the public and available to parents” to provide immediate access to center





# Indoor Space

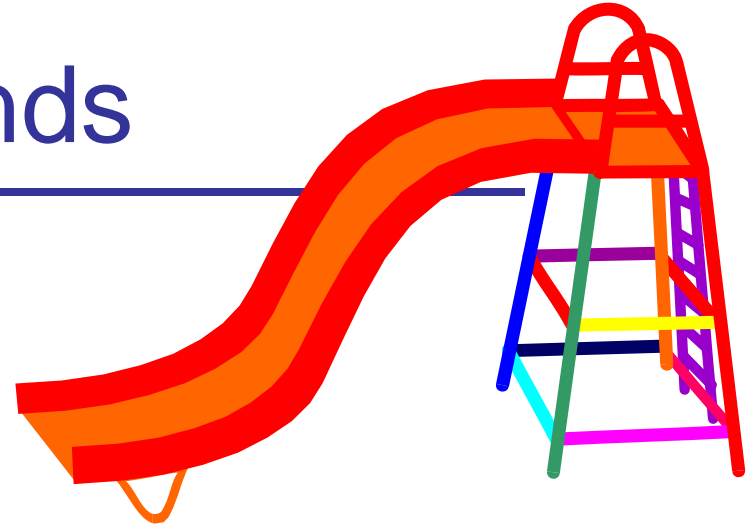
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- Indoor space square footage does not include:
  - Hallways
  - Bathrooms and kitchens
  - Storage areas and cloakrooms
  - Areas used exclusively for resting, sleeping, or eating – except for infants and young toddlers
- Floor plan of child use areas required
- Prior approval of child space required before it may be used



# Playgrounds

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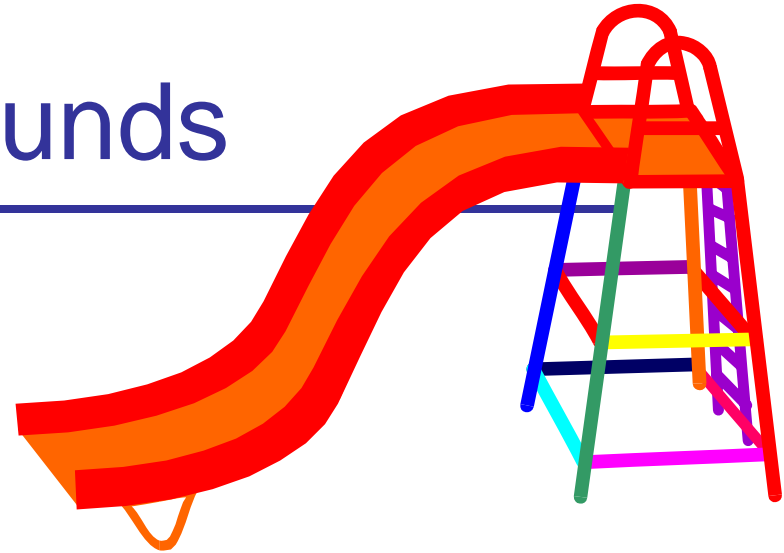
- At 1,200 sq. feet, more than 1,200 may be required if the area is not large enough to accommodate the number of children in the center
- If outdoor play area is not available adjacent to the center, an alternate location may be used with department approval





# Playgrounds

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- Outdoor play area and equipment maintained in a safe condition, and inspected daily
- Outdoor play area protected from hazards by fence or natural barrier that is at least 48" high



# Playgrounds

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- Shaded areas must be available in summer
- If used, there must be suitable surfaces for wheeled vehicles and pull toys
- Equipment must be age-appropriate
- Trampolines may not be used





# Playgrounds

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- The equipment in the outdoor play area shall comply with the guidelines of the 1997 edition of the Handbook for Public Playground Safety
- Compliance with this rule can be verified by:
  - A written statement/certificate from the equipment manufacturer or installer
  - A report by a certified playground safety inspector
  - A written statement from the licensee that the equipment will not be used (if verification of compliance with the Playground Equipment Safety Act cannot be produced)



# Playgrounds

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- Centers licensed since 12-2000, and equipment installed since 12-2000, should already be in compliance
- Centers have until 12/7/08 to comply with this part of the rule





# Playgrounds

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- Surface materials and use zones must conform with CPSC recommendations:
  - Appropriate protective surfaces
  - 6" – 12" of approved surfacing material, based on height of equipment
- Centers licensed since 12-2000, and equipment installed since 12-2000, should already be in compliance
- Centers have until 12/7/07 to comply with this rule



# Playgrounds

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School-age centers that operate in school buildings may be exempt from the equipment and surfacing requirements if parents are notified, in writing, at the time of enrollment that:

- The center plans to use the school's outdoor play area, **and**
- The equipment does not comply with this rule



# Rule Variances

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- Request must provide clear and convincing evidence that the health, welfare, and safety of children will be protected with the proposed alternative to the rule
- Licensee must keep a copy of the approved variance on file
- Variances cannot be granted to PA 116 requirements
- All exemptions granted under previous rules have been rescinded



# Child Care Center Rules

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Part 2.

Infants

Young Toddlers

Older Toddlers







## Infant/Toddler Ratios

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<b>Ages</b>	<b>Ratio</b>
<b>Birth to 11 months (infant)</b>	<b>1:4</b>
<b>12 months to 29 months (young toddler)</b>	<b>1:4</b>
<b>30 months to 35 months* (older toddler)</b>	<b>1:8</b>

- \* Children who have reached 33 months of age may, with parental permission, be enrolled in a 3 year old classroom
- \* Rules for 3 year olds then apply



# Group Size

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- NCCIC reports that as of 11/2005 only 12 states did not regulate group size for infants and toddlers
- **Group size:** "The specified number of children assigned to a caregiver or team of caregivers occupying an individual classroom or well-defined space for each group within a larger room..."



# Group Size

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- “Well-defined space” can be created by:
  - Placement of moveable room dividers
  - Equipment, shelves, floor coverings
- Each well-defined space must
  - Meet the square footage requirements for the maximum number of children in the group
  - Have adequate equipment for the children using that space



## Infant/Toddler Group Size

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Ages	Group Size
Birth to 11 months	12
12 months to 29 months	12
30 months to 35 months	16

- Group size does not affect the capacity of the center
- Centers have until 12/7/2007 to comply with this rule



# Primary Care

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Primary care means:

- Continuity of a relationship, so a child has as few primary caregivers each day and week as possible
- Continuity of care, to allow children and their primary caregivers to develop nurturing relationships over time



# Primary Care

"Appropriate social-emotional interaction" includes:

- Holding and rocking
- Talking to and making eye contact
- Cuddling and interacting
- Providing guidance to develop social skills and emotional well-being





# Primary Care

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- All infants, young toddlers, older toddlers must have a primary caregiver
- No more than 4 primary caregivers for a child in a week, excluding the first hour after the center opens and the hour before closing

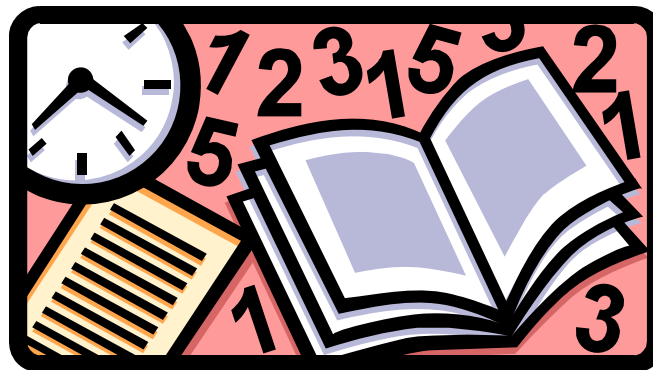




# Primary Care

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- Child information must be shared between primary caregivers
- Primary caregiver assignments must be documented and shared with parents







# Primary Care

## INFANT/TODDLER PRIMARY CAREGIVERS DOCUMENTATION

**State of Michigan**  
Department of Human Services  
Office of Children and Adult Licensing

Facility Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Licensee or Authorized Designee)

Name of Infant, young toddler, or older toddler	Name of Primary Caregiver(s)	# of hours per day	# of hours per week	# of Primary caregivers per week	Parent Notification Date
1.	1.				
	2.				
	3.				
	4.				
2.	1.				
	2.				
	3.				
	4.				
3.	1.				
	2.				
	3.				
	4.				
4.	1.				
	2.				
	3.				
	4.				

Authority:	Public Act 116 of 1973, as amended.	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
Completion:	Voluntary	
Consequence:	Failure to provide requested information may result in rule violation	

You may copy this form if you need additional sheets.



# Infant Sleeping Requirements

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## QUICK FACTS ABOUT INFANT DEATH IN MI.

- Despite improvements in 7 out of 10 measures of child well-being, Michigan's infant mortality rate has not improved since 1996.
- Michigan ranks 39th of 50 states - babies in 38 other states have a better chance of surviving their first year of life.
- Michigan's overall infant mortality rate of 8.2 per 1,000 live births is well above the national rate of 6.7 per 1,000 live births.
- Sleep position and sleep environment are major, modifiable risk factors contributing to infant death.





## Infant Sleeping Requirements

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- Infants must sleep alone in approved cribs or porta-cribs
- Cribs must have:
  - Firm, tight-fitting mattress
  - Slats no more than 2 3/8" apart
  - No corner posts over 1/16" high
  - No cutout designs in headboard or footboard
- Occupied cribs spaced at least 2 feet apart and in a manner to allow for free and direct means of egress





## Infant Sleeping Requirements

- Blankets may not be draped over cribs
- Soft objects, including pillows, comforters, blankets, bumper pads, and stuffed toys are not permitted in cribs
- Swaddle sacks and sleep sacks are permissible





# Infant Sleeping Requirements

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- Car seats, infant swings, bassinets and playpens are not approved sleeping equipment



- Bedding must be washed when soiled or weekly

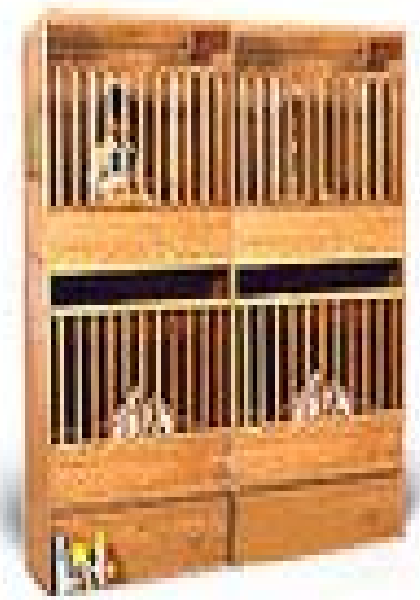




# Infant Sleeping Requirements

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- New stacking cribs prohibited
- Stacking cribs must be replaced with single cribs
- Centers now using stacking cribs can only use them with:
  - Infants under 7 months of age OR
  - Infants not yet standing





## Infant Sleeping Requirements

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- Infants must be placed on their backs for sleep or rest
- Infants unable to roll from their stomach to back and back to stomach must be placed on their backs when found face-down in their cribs
- Infants who can roll over must be initially placed on their back, but then allowed to adopt whatever position they prefer





## Infant Sleeping Requirements

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- Infant's head must remain uncovered during sleep
- Caregivers must maintain supervision and frequently monitor sleeping infants
- Adequate soft lighting required to allow caregivers to assess children
- Video surveillance equipment and baby monitors can supplement, but not replace direct supervision

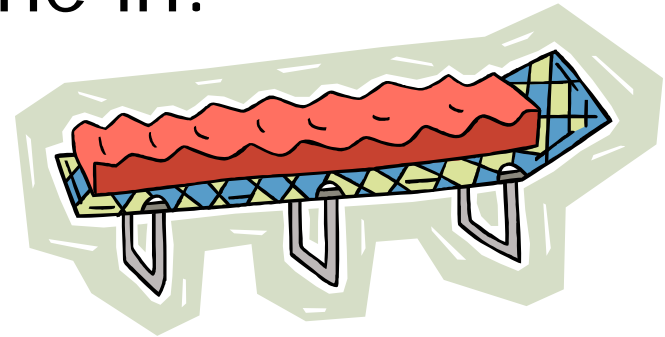
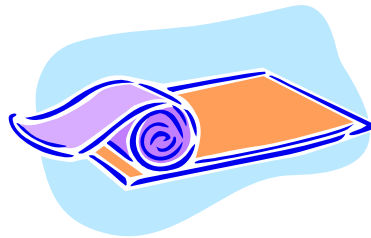




# Toddler Sleeping Requirements

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- Toddlers must sleep alone in:
  - Cribs or porta-cribs
  - Cots
  - Mats
- Sleeping equipment stored so that sleeping surfaces do not come into contact with other sleeping surfaces

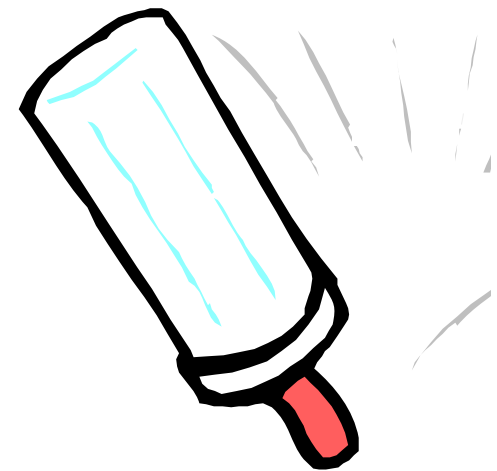




## Infant/Toddler Food Service

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- Food must be appropriate to meet the needs of each child
- Bottles and food containers must be labeled and fed to a specific child
- Infants shall be held during bottle-feeding
- Infants and young toddlers must be fed on demand





## Infant/Toddler Food Service

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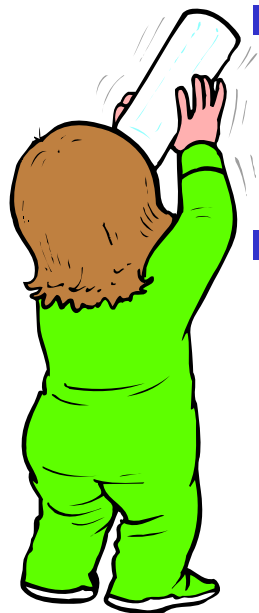
- Bottle propping prohibited
- Bottles may not be placed in cribs
- Cereal shall not be added to a bottle of formula, milk, juice, or water without written parental permission
- Medication may not be added to a bottle or food unless indicated on Rx label





## Infant/Toddler Food Service

- Refrigerated bottles must be warmed in a "safe, appropriate" manner
- Bottles may not be warmed in a microwave oven
- Warmed bottles must be shaken or stirred to distribute the heat and temperature-tested before feeding



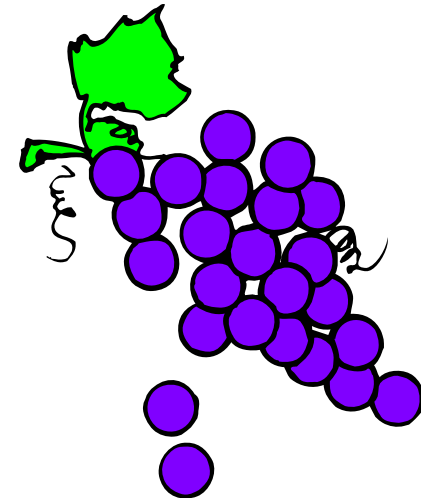
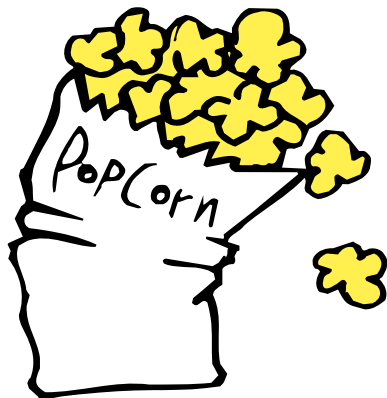


## Infant/Toddler Food Service

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Foods that may easily cause choking may not be served, these include:

- Popcorn
- Uncut round foods (grapes, hot dogs, seeds, nuts, and hard candy)



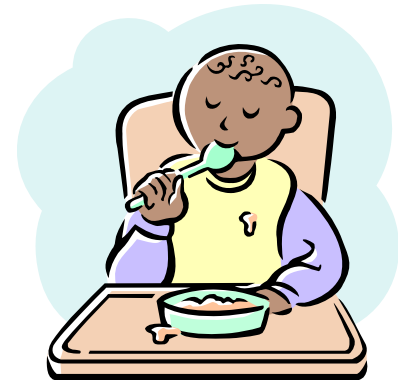


## Infant/Toddler Food Service

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Centers must foster a toddler's independence and language development by:

- Encouraging self-feeding
- Serving appropriate portion sizes
- Sitting and eating with toddlers at meals





## Infant/Toddler Food Service

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Without written authorization from health care provider:

- Infants must be served formula or breast milk
- Young toddlers must be served vitamin D-fortified whole milk



## Infant/Toddler Food Service

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Discard bottle contents that:

- Appear unsanitary
- Have been used for a feeding period exceeding 1 hour
- Have been unrefrigerated for more than 1 hour







## Infant/Toddler Food Service

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- Bottle liners, if used, are for a single use by an individual child
- Bottle liners and formula in unused bottles containers must be discarded after 48 hours
- Bottle liners and milk in unused bottles must be discarded after 24 hours



## When Parents Provide Food

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- Written agreement required
- Center must provide adequate formula, milk, or food if parent does not
- Unopened ready-to-feed bottles or perishable food must be returned to the parent at the end of the day or discarded



## When Parents Provide Food

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- Centers shall support and accommodate breastfeeding
- Have a designated place set aside to accommodate breastfeeding mothers and their children





## When Parents Provide Food

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Expressed breast milk must:

- Be in clean, ready-to-feed assembled bottles, with child's name and date of collection
- Be immediately stored in refrigerator or freezer
- Be thawed under cold running water or in the refrigerator, and used w/in 24 hours
- Be discarded at the end of a feeding



## When Parents Provide Food

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- Formula and milk must be in clean, ready-to-feed bottles
- Formula, milk, and food must be:
  - Refrigerated until used
  - Covered and labeled with contents, date, date of opening and child's name
- Unused formula/milk in unopened bottles, or perishable food must be returned to parents or discarded





## When Centers Provide Food

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- Formula and milk must be commercially prepared, ready-to-feed
- Bottles labeled as to contents and date of preparation
- Once opened, formula must be used within 48 hours or discarded
- Milk shall be served within 7 days of opening





# Infant Records

---

Parents must receive a daily written record of:

- Food intake – time, type of food and amount eaten
- Sleeping patterns – when & how long a child slept
- Elimination patterns
- Developmental milestones
- Changes in a child's usual behavior





# Diapering

---

- Physically separated from food prep and service areas
- Close to a hand-washing sink
- Have a non-absorbent surface that can be easily sanitized
- Be sturdy, with railings or barriers
- Adult work surface height
- Cleaned & sanitized after each use







# Diapering

---

- Diapering not permitted on any sleep surface
  - Single-use, disposable wipes or other single-use cleaning cloths must be used
  - Toddlers in diapers or training pants may be changed in a bathroom





# Diapering

---

## From the Technical Assistance Manual

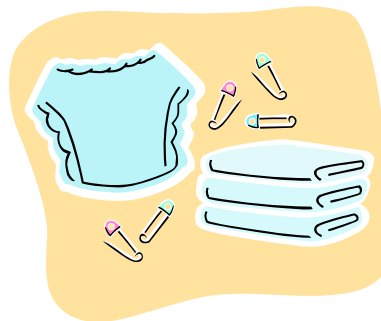
Larger toddlers may be difficult to lift onto a changing table. Toddlers may be changed standing up. Toddlers may also be changed on a changing surface placed on the floor that is non-absorbent easily cleaned and sanitized. These procedures may also apply to older children who are not yet toilet trained or who have special needs.



# Diapering

---

- Disposable gloves permitted but not required
- Diapering and hand washing guidelines posted in diapering area
- Rinsing cloth diapers/training pants not permitted





# Diapering

---

- Caregivers must thoroughly wash their hands after:
  - Each diapering
  - After cleaning up bodily fluids
- Hands must be washed with soap and running water
- Hand sanitizers, pre-moistened hand wipes are not approved substitutes





# Toilet Learning

---

- Adult-sized toilets with:
  - Safe, easily cleaned modified toilet seats
  - Step aids
- Child-sized toilets
- Potty chairs permitted, provided they are:
  - Easily cleaned and sanitized
  - Used only in a bathroom area
  - Used over surfaces impervious to moisture
  - Cleaned and sanitized after each use



# Child Care Center Rules

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## Part 3. School-Age

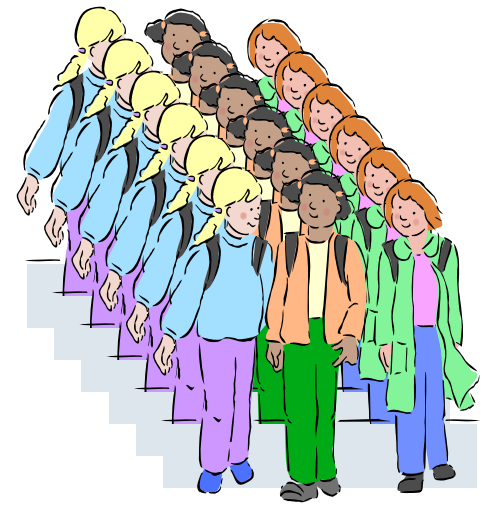




# School-Age Program

---

- 1:18 ratio for children 5 – 12 years old
- “School-age child” defined as a child eligible to be enrolled in kindergarten, i.e., 4 years - 9 months of age
- 1:25 ratio for children that are 13 – 17 years old





# School-Age Program

---

- Activities must:
  - Reflect the interests and abilities of the children enrolled in the program
  - Supplement areas of development not regularly provided for during the day







# School-Age Program

---

Provide opportunities to:

- Plan, carry out and evaluate the program and the child's individual activities
- Experience a diversity of activities within the program and community
- Participate in relaxation and recreational activities





# School-Age Health Records

---

Signed statement from parent at enrollment and annually thereafter:

- Child is in good health – restrictions noted
- Immunizations are up-to-date
- Immunization record or waiver is on file at the child's school





# School-Age Program Director

---

- At least 21 years old
- Have high school diploma/GED
- Current certification in infant, child and adult CPR and first aid
- Develop, implement, evaluate policies and program
- Administer day-to-day operations
- Oversee staff



# School-Age Programs

Education	Semester Hours in child-related field	Experience
Bachelor's degree or higher in child-related field		
Associate's degree in a child-related field →	→	480 hours
Montessori Credential →	12 semester hours →	480 hours
School-Age Credential →	12 semester hours →	480 hours
CDA Credential →	12 semester hours →	480 hours
60 semester hours →	12 semester hours →	720 hours
High School/GED →	6 semester hours →	2880 hours



# School-Age Program Director

---

- 480 hours = 3 months of full time experience
- Approved hours of experience must be verifiable
  - Employment in licensed facility
  - Field placements; student teaching
  - Supervised volunteer work in an ECE setting



# School-Age Program Director

---

“Child related fields” expanded:

- Early childhood education
- Elementary & secondary education
- Physical education/recreation
- Child development
- Child guidance/counseling
- Child psychology
- Family studies
- Social work/human services
- Youth development



# School-Age Program Director

---

- 2 semester hours/3.0 CEUs in child care administration
- Program directors approved before 12/07/2006 have 2 years to meet the child care administration requirement
- Program directors exempt from this requirement if they have **either**:
  - Associate's degree or higher in a child-related field,  
OR
  - 5 years experience as program director

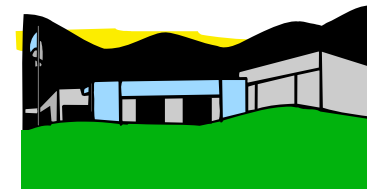


# School-Age Programs



Multi-site program director:

- For school-age programs, program director with BA/BS in a child-related field may oversee up to 3 sites
- Each program must operate less than 6 hours/day
- PD available during all hours of operation





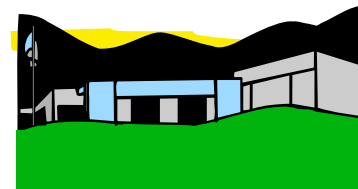


# School-Age Programs



Multi-site program director:

- At each site for at least 1 session/week
- Supervises the planning and evaluation of the programs and staff
- Must have completed:
  - 12 clock hours of training annually
  - CPR and First Aid training
  - Blood borne pathogen training





# School-Age Programs

---

## Site Supervisor Qualifications:

- 19 years old
- High school diploma/GED
- 480 hours (3 months full time) experience as a caregiver in a school-age program
- 16 clock hours of school-age training
- CPR and First Aid training





# School-Age Programs

---

- Site supervisor must be present at the site during all hours of operation
- Responsible for the daily operation of a specific site:
  - Supervision of site staff
  - Overall care and supervision of children
- Assists program director in:
  - Developing, implementing, evaluating program
  - Administering day-to-day operations
  - Monitoring and evaluating staff



# Child Care Center Rules

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## Part 5. Swimming



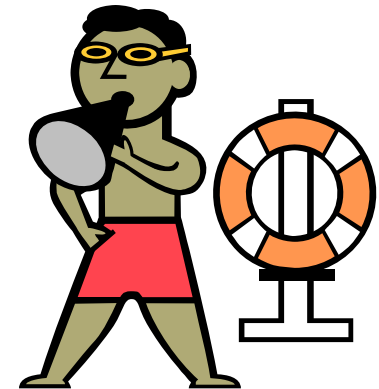


# Swimming

---

Lifeguard must:

- Have appropriate and current life guard certification
- Dress suitably to act in an emergency
- Provide constant supervision





# Swimming

---

- Written parental permission required
- Lifeguards not included in caregiver-to-child ratio
- In-the-water ratios:
  - 1:1 for children under 3 years of age
  - For nonswimmers 3 years and older:
    - 1:4 for water chest height or lower
    - 1:1 for water higher than chest height



# Swimming

- In-the-water ratios for swimmers:
  - 3 years of age is 1:10
  - 4 years of age is 1:12
  - School-age is 1:18





# Swimming

---

To count in ratio, caregiving staff must be:

- Actively engaged in providing direct care and supervision
- Physically able to quickly assist children







# Instructional Swim

Must be conducted:

- Under the supervision of a qualified water safety instructor
- In an organization such as the YMCA or YWCA
- Where instructional swim is part of the organized program
- The instructor is not included in the ratio





# Swimming

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- Swimming areas must be maintained in a safe, clean condition
- Pools must be inspected by the environmental health authority
- Water at public or private beaches must not have been deemed unsafe by environmental health authority





# Swimming

---

- Working telephone must be on-site
- Safety equipment readily available:
  - First aid kit
  - Rescue pole or throwing rope and ring buoy
  - Signaling device
- Private wading pools, spas may not be used

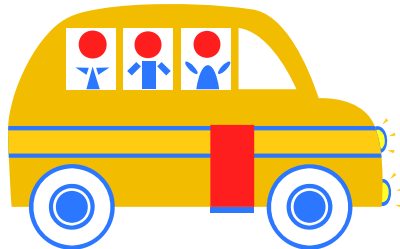




# Child Care Center Rules

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## Part 6. Transportation





# Transportation

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- When public or public school transportation is used only 5611, 5613, 5615 apply
  - Ratios
  - Time limits on child transit
  - Parent permission for routine transportation





# Transportation

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- When parents make private arrangements for transportation of his/her child, these rules do not apply

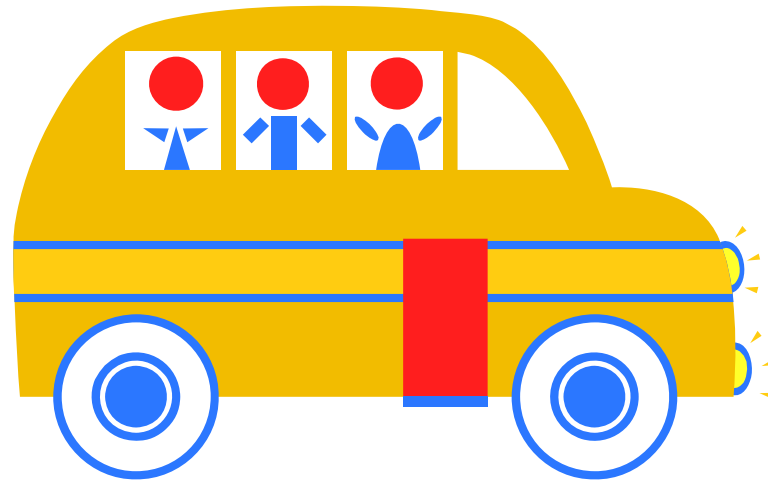




# Transportation

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- All of the transportation rules apply when centers provide, contract or sponsor transportation





# Transportation

---

Volunteer vehicles are those not owned by, leased by, or registered to:

- Child care center
- Licensee of the child care center
- Employee of the child care center







# Motor Vehicles

---

- Motor vehicles must be in safe operating condition
- Vehicles with a seating capacity of 10 or less, including the driver, must have annual inspections by a licensed mechanic
- Statement that vehicle complies with MI vehicle code safety requirements must be on file





# Motor Vehicles

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- Vans with a seating capacity of 11 or more are prohibited
- Centers have until December 2010 to comply with this rule
- Annual inspections required until these vans are no longer used





# Transportation

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- Multi-function school activity buses acceptable for transporting children
- Annual inspections of these vehicles by licensed mechanic or state police is required





# Safety Equipment

---

Vehicles with a seating capacity of 10 or less must have:

- 3 bi-directional reflective triangles properly cased and stored in the vehicle
  - Volunteer vehicles are exempt from this requirements
- A first aid kit stored in an accessible location in the driver compartment



# Safety Equipment

---

Vehicles with a seating capacity of more than 10 must have:

- 3 bi-directional reflective triangles properly cased and stored in the vehicle
- 3 15-minute fusees or an approved battery operated substitute cased and stored in the drivers compartment
- Fire extinguisher (at least 2A-10BC) mounted in the drivers compartment
- A first aid kit stored in an accessible location in the driver compartment



# Restraint Devices

---

- Each child being transported must remain seated and properly restrained by a passenger restraint device
- Michigan law requires that children up to age 4 be properly buckled in a child safety seat while riding in a motor vehicle
- Check with the Secretary of State office to verify the appropriate Child Safety Restraint System



# Motor Vehicle Operator

---

- Drivers must:
  - Be at least 18 years old
  - Possess a valid operator or chauffeur's license with the appropriate endorsement
  - Have less than 6 active points on driving record
  - Copy of driver's record obtained annually
  - Have proof of valid insurance and registration
- Documents must be on file at center



# Ratios and Supervision

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## Caregiver-to-child ratios:

- 1:4, excluding the driver, for infants and young toddlers
- 1:8, excluding the driver, for older toddlers
- 1:10, including the driver, for 3 year olds
- 1:12, including the driver, for 4 year olds
- 1:18, including the driver, for school-age (This does not apply to school-age children transported to/from school on public school buses)





# Ratios and Supervision

---

- To count in ratio, additional staff or volunteers must be:
  - At least 16 years old
  - Seated with the children
  - Responsible for the supervision of children



# Ratios and Supervision

---

- Children must be received by a staff person, a parent, or other person designated by the parent
- Children may not be left unattended in a motor vehicle
- Children under school-age must be carried or helped into and out of the vehicle





# Volunteer Drivers

## CERTIFICATION FOR FIELD TRIP TRANSPORTATION

-----  
Group

-----  
Date of Trip

-----  
Destination

**As volunteer drivers for the above field trip, we the undersigned verify that the following information is true as it relates to my vehicle and my driving record:**

No

- ☐ The seats in my vehicle do not face sideways [R400.5603(2)]
- ☐ I have no loose heavy objects in my vehicle. [R400.5603(4)]
- ☐ My vehicle is in safe operating condition and meets the MI vehicle code for safety equipment.. [R400.5603(1), (2)]
- ☐ I have first aid kit in my vehicle and am familiar with its contents. [R400.5605]
- ☐ Each child who is less than 65 lbs will be in an approved restraint seat, which is properly used. [R400.4607]
- ☐ The driver and all other passengers will be restrained in a seat belt. [R400.5607(3)]
- ☐ I am at least 18 years old. [R400.5610(1)(a)]
- ☐ I have a valid driver's license with fewer than six points on my driving record. [R400.5610(1)(c)]
- ☐ I have a child information cards of the children in my care. [R400.5610(3)]
- ☐ I have a certificate of no-fault insurance for my vehicle and registration in the vehicle. [R400.5610(1)(d)]
- ☐ I understand there may be no smoking in my vehicle or on field trips [R400.5102(a)(b)]
- ☐ I am not an employee of the center and my vehicle is not owned or leased by, or registered to the center. [R400.5102(a)(b)]

*Driver's Signature*

*Date*

*Vehicle Year, Make*

*Rated Seating Capacity*

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# Time Limits on Transit

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- Children under school age may not be in a motor vehicle for more than 1 continuous hour





# Parent Permission

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- Written permission must be obtained annually for routine transportation, including transportation between a child's home, center and school





# Child Care Center Rules

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## Part 8. Fire Safety





# Fire Safety

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- Plan review by the Bureau of Fire Services is required for proposed centers, additions, alterations, and remodeling
- Projects with a total cost of \$15,000 or more require sealed architectural plans

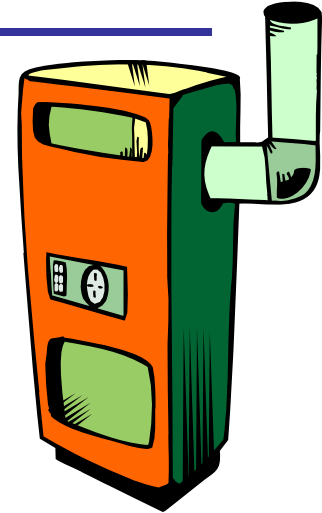
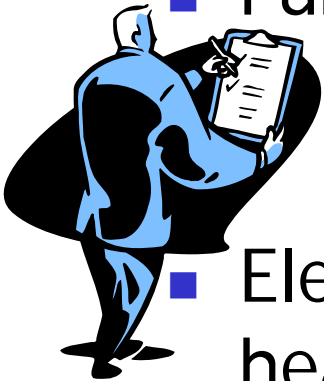




# Fire Safety

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- Fire inspections by DLEG or a QFI required before issuance of original license and every 4 years thereafter, at renewal
- Furnace and fuel-fired water heater inspections required every 2 years at renewal
- Electric hot water heaters & electric baseboard heat does not require an inspection







# Exiting

---

- For infants and young toddlers, the travel distance is 50 feet or less from the door of the room to the exit
- For older toddlers, the travel distance is 100 feet or less from the door of the room to the exit
- Areas approved before 12-7-06 are exempt from this new requirement





# Exiting

---

- Newly licensed centers must locate infant and young toddler rooms on a level with exiting directly to grade or properly ramped to grade

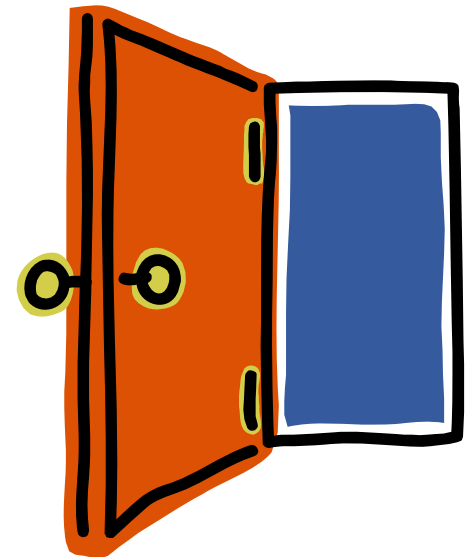




# Exiting

---

- Rooms occupied by 21 or more children must have doors that swing in the direction of egress
- Exit doors and doors in the means of egress must be side-hinged and have non-locking-against-egress hardware





# Exiting

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- Exterior exits must be identified with an exit sign
- Exit signs must be
  - Distinctive in color
  - Have the word "EXIT" in letters at least 6 inches high on a background of contrasting color

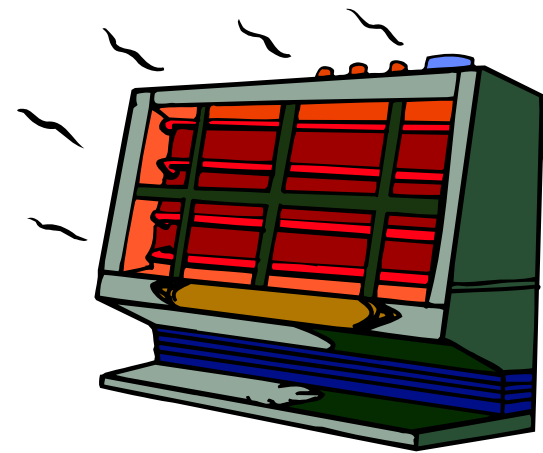




# Hazard Areas

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- The storage of combustible materials in a heating plant room is prohibited
  - Combustible materials are items that will readily ignite when subjected to flame
- Portable heaters may not be used without the approval of the department





# Fire Alarms

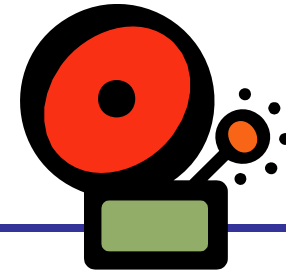
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- A fire alarm is a device used to alert the building occupants of fire or smoke conditions. It must be audible in all parts of the center
- A fire alarm system is an approved electrical closed circuit, self-supervised local system for sounding an alarm



# Fire Alarms

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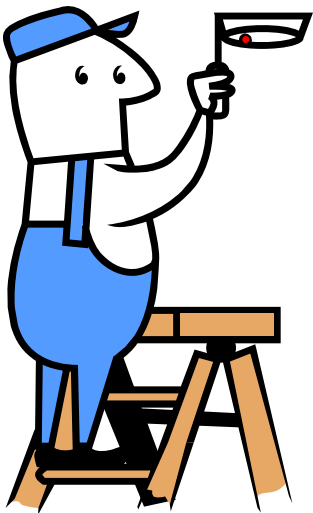
- An approved fire alarm, either electrical or manual, required when more than 1 room is occupied by children
- An approved fire alarm system required in centers with more than 4 child occupied rooms, or a capacity of more than 60
- In new or remodeled centers, trouble signal for fire alarm systems must be in an area normally occupied by staff



# Fire Safety

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- Carbon monoxide detectors required on all levels approved for child use
- For new construction or remodeling, all use areas and means of egress must have single station smoke detectors



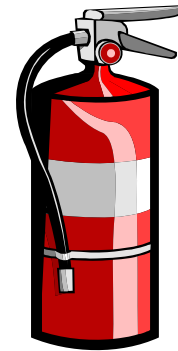




# Fire Extinguishers

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- 2A – 10BC rated fire extinguishers required in or adjacent to the kitchen and heat plant room
- Must be properly mounted, inspected and maintained
- Must have a tag with the date of last inspection/service and initials of person performing the service





# Fire Safety

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- Electrical inspections may be required when warranted
- Electrical outlets must be inaccessible to children under school age
- Ground fault circuit interrupters required in outlets w/in 6 feet of sinks



# Fire Safety

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- Center must notify local fire authority and OCAL if a fire occurs that requires the use of fire suppression equipment
- Notification must occur immediately after the fire





# Fire Safety

---

Fire safety rules do not apply to centers "operated by public or nonpublic schools, or those the school contracts with if the center is located in a school building that is approved by the state fire marshal or similar authority"



# Fire Safety

---

- Centers located in schools must provide licensing with verification of state fire marshal approval
- OCAL-5043 - *Certification of School Building Compliance with Fire Safety Provisions*



# Fire Safety

---

In order to waive a fire safety inspection by a qualified fire safety inspector, you must provide the Division of Child Day Care Licensing with a copy of a previous approval from the State Fire Marshal, Bureau of Construction Codes and Fire Safety, or Bureau of Fire Services.

1. ☐ I have attached a copy of the fire safety approval of this building.
2. ☐ The fire safety approval is not available; therefore, I certify that:
  - The building has been approved for school use based on the 1973 school fire safety codes; and
  - The building has been continuously used as a public or nonpublic school since the fire safety approval was issued; and
  - Any changes to the building since the school's original fire safety approval have been reviewed and approved by the State Fire Marshal, Bureau of Construction Codes and Fire Safety, or Bureau of Fire Services.
3. ☐ The fire safety approval is not available. I am not able to certify to the above statements; therefore, I will request a QFI inspection for this child care center.



# Fire Safety

---

- When consultants observe fire safety violations in schools:
  - Verbally inform the licensee of the issues
  - Document the fire safety concerns on the LSR
  - Notify DLEG – Office of Fire Services if corrections are not made

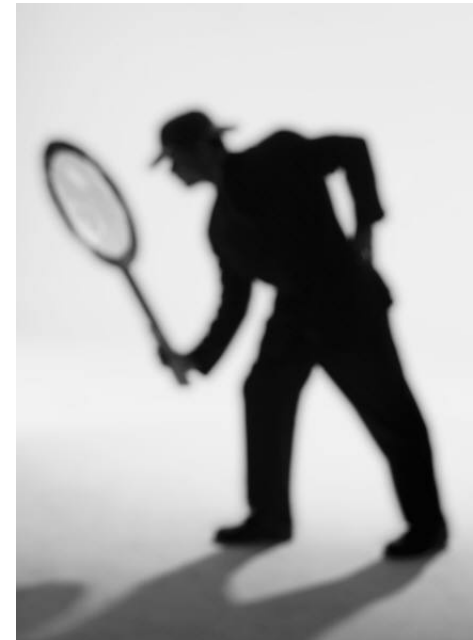


# Child Care Center Rules

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## Part 9.

### Environmental Health & Food Service







# Plan Review

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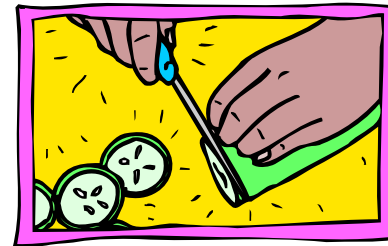
- You must contact your local health department and comply with all local health department requirements regarding:
  - Plans
  - Specifications



# Food Prep Areas

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- Carpeting prohibited in food prep areas
- Food contact surfaces must be:
  - Smooth
  - Nontoxic
  - Easily cleanable
  - Durable
  - Corrosion resistant
  - Non-absorbent





## Food Prep Area

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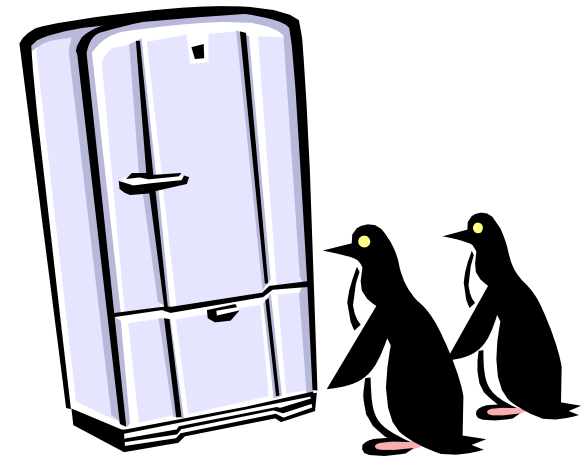
- Mechanical ventilation to the outside required for commercial cooking equipment
- Residential hood ventilation system permitted when cooking equipment is limited to stove/oven combination
- Deep fryers are prohibited
- Live animals prohibited in food prep and eating areas



# Food & Equipment Storage

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- Lighting fixtures near food areas must be properly shielded
- Refrigerators must be maintained at 41<sup>0</sup> F or below
- Accurate thermometer required in refrigerator





## Food & Equipment Storage

---

- Unpackaged bulk foods must be stored in clean, covered containers
  - Dated
  - Labeled as to contents
- Food not requiring further washing or cooking before serving must be stored so that it is protected from foods requiring washing or cooking
- Packaged food may not be stored in contact with water or undrained ice



## Food & Equipment Storage

---

- Food, food service equipment and utensils may not be:
  - Located under exposed or unprotected sewer lines, open stairwells, or other sources of contamination
  - Stored in toilet rooms
- Food and utensils must be stored at least 6 inches above the floor



# Food & Equipment Storage

---

- Meals that are transported must be:
  - Prepared in commercial kitchens
  - Delivered in carriers approved by the environmental health authority





# Food Supplies

---

- Food must be free from spoilage, filth or other contamination and be safe for human consumption
- Home canned products prohibited
- Fluid milk and fluid milk products must be pasteurized and meet grade "A" quality standards



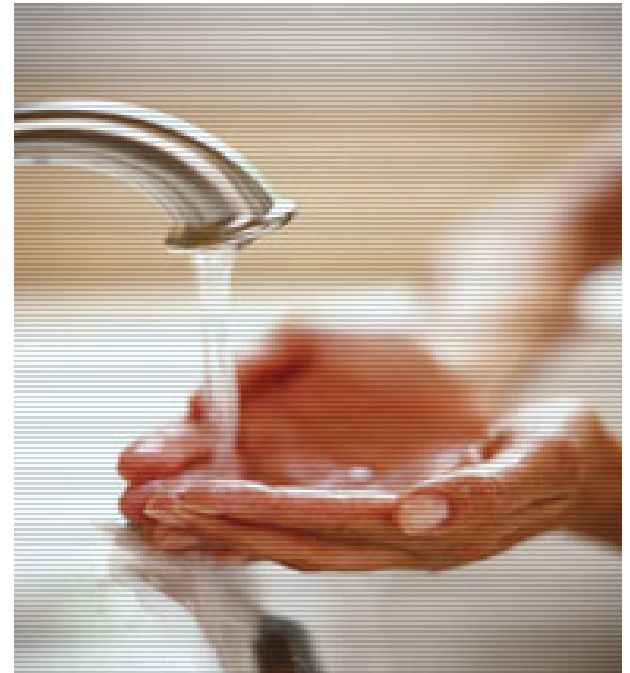




# Food Preparation

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- Staff and children must wash their hands before handling and eating food
- Hand washing guidelines posted in food prep areas and toilet rooms





# Food Preparation

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- Food must be prepared with the least possible manual contact, using suitable utensils, and surfaces that have been washed, rinsed, and sanitized
- Raw fruits and vegetables must be thoroughly washed before cooked or served

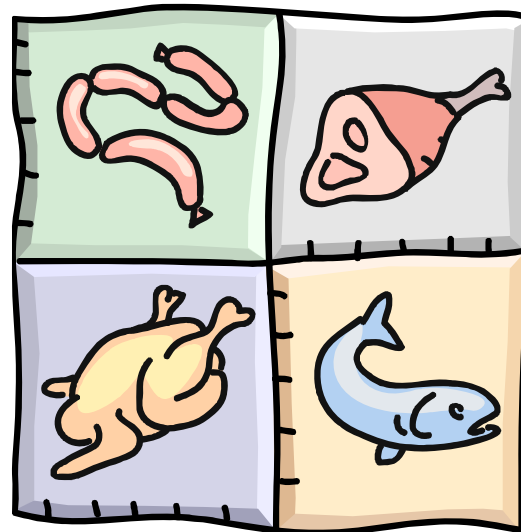




# Food Preparation

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- Foods must be cooked to heat all parts to safe temperatures based on Michigan Food Code





# Michigan Food Code

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	Food Temp	Time
Fruits and vegetables	140°F	
Pork – ham, bacon and injected meats	145° F	15 sec.
Beef steaks, veal, lamb, and commercially raised game animals	145° F	15 sec.
Fish, foods containing fish	145° F	15 sec.
Raw shell eggs prepared for immediate service	145° F	15 sec.
Beef and pork roasts	145° F	3 min.
Eggs cooked for later service	145° F	15 sec.
Ground or flaked <b>beef and pork</b>	155° F	15 sec.
Poultry ( <b>including turkey</b> )	155° F	15 sec.
Stuffing, stuffed meats, casseroles and other dishes combining raw and cooked foods	165° F	15 sec.
Egg dishes	165° F	15 sec.
Potentially hazardous foods cooked in microwave (meat, poultry, fish, eggs)	165° F	Let stand for 2 minutes after cook-



# Food Preparation

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Acceptable methods to thaw potentially hazardous foods:

- In the refrigerator at a temperature not to exceed 41<sup>o</sup> F
- Under cold running water
- In the microwave:
  - Immediately transfer food to conventional cooking facilities as part of the continuous cooking process
  - For the entire cooking process
- As part of the conventional cooking process



# Food Preparation

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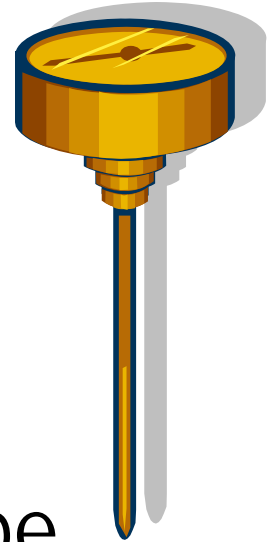
- Except during preparation, potentially hazardous foods shall be:
  - 41° F or below
  - 140° F or above
- Potentially hazardous foods that have been cooked and then refrigerated must be reheated rapidly to 165° F or higher throughout before serving or placing in a hot food storage facility



# Food Preparation

---

- Accurate metal stem-type food thermometers are required to assure proper temperatures
- Once food is served and handled by staff and children, it may not be served again unless it is in a wrapper, such as single service crackers





# Food Preparation

- Milk may be served from commercially filled containers of 1 gallon or less
- Milk may be poured directly into a sanitized container for "family-style" meals
- Milk must be labeled with date and time opened







# Food Preparation

---

- Milk must be served within 7 days of opening (date of opening + 6)
- Partially filled containers may not be combined
- Contents of milk in single-service containers must be discarded after snacks or meals



# Food Preparation

---

On field trips:

- Potentially hazardous foods must be kept at 41° F or below, except during prep and service periods
- If proper handwashing facilities are not available, sanitary disposable food service gloves must be used by staff preparing and serving food



# Sanitization

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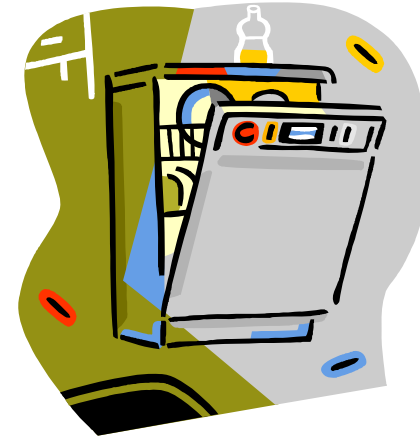
- All utensils, food contact surfaces and food service equipment must be washed, rinsed, and sanitized after each use
- Enamelware utensils are prohibited
- Single-service articles may not be re-used



# Sanitization

## Options for dishwashing:

- Commercial dishwasher
- Domestic dishwasher with sanitizing capability
- 3-compartment sink with drain boards
- 2-compartment sink with third container for complete submersion (sanitizing), and drain boards





# Sanitization

---

## Sanitizing options:

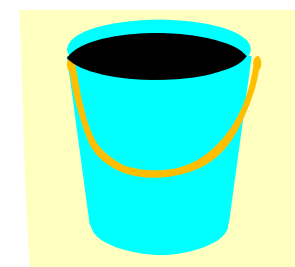
- Immersion in clean, hot water (at least 170° F) for at least 30 seconds
- Immersion in chlorine solution (50-100 ppm) of at least 75° F for at least 1 minute - *preferred method* -
- Air dry



# Sanitization

---

- Moist cloths used for wiping counter and tabletops must be:
  - Clean
  - Rinsed frequently in an approved sanitizing solution
  - Stored in the sanitizing solution between use
  - Used only for this purpose
- Sponges may not be used in a food service operation



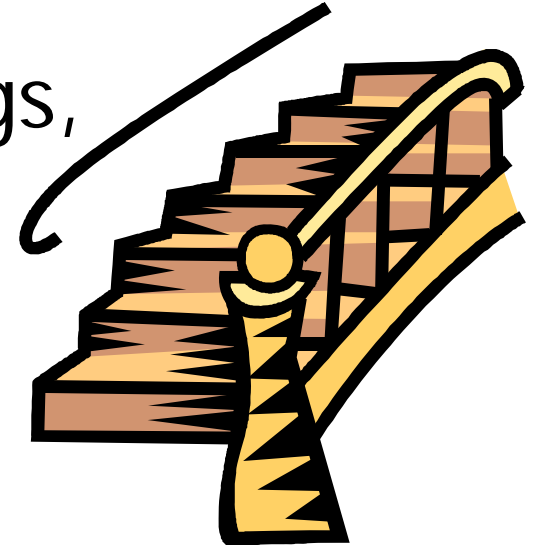


# Premises

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Stairs, walkways, ramps, landings, and porches:

- Must have barriers/handrails if elevated
- Shall be maintained in a safe condition
- Stairway steps must be no more than 8" in height, with a minimum tread depth of 9"
- Ramps must have a minimum rise-to-run ratio of 1 to 12

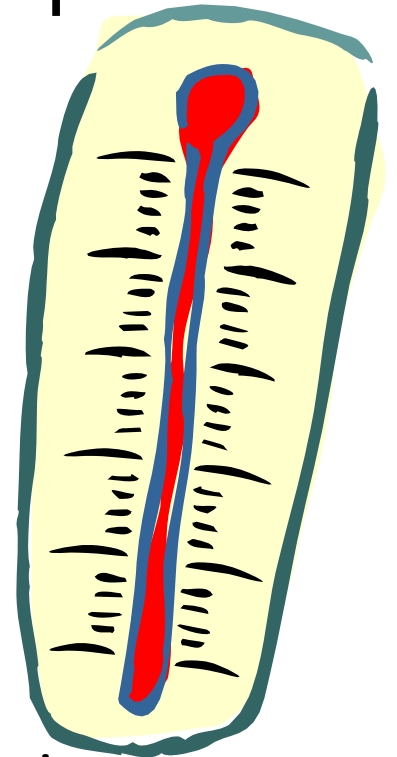




# Heating & Temperature

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- Indoor temp must be at least 65° F in child use areas
- Measures must be taken to cool areas when temps exceed 82° F
  - Air conditioning
  - Fans inaccessible to children
  - Open screened windows
  - Draw blinds/drapes
  - Use dehumidifiers to lower the relative humidity







## Light, Ventilation, Screens

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- Adequate lighting (artificial or natural)
- Screens – at least 16 mesh - on windows used for ventilation
  - Not required for programs operating in school buildings
- Propping doors open for ventilation is prohibited

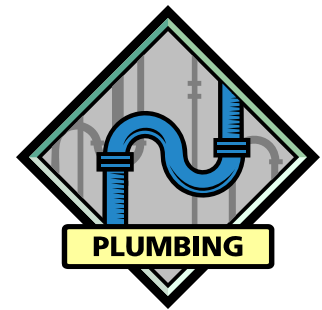




# Water Supply

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- Water system must comply with local health authority requirements
- Plumbing must be designed, constructed, installed and maintained to prevent cross-contamination with the water supply
- Sinks, lavatories, drinking fountains and other water outlets must have safe water, in sufficient quantity and pressure to meet peak demand





# Handwashing Sinks

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- Infant/toddler areas that must have a diapering area and designated handwashing sink:
  - Newly licensed centers, relocated programs with infant/toddler component
  - Existing centers that add an infant/toddler component
  - Existing centers that increase their infant/toddler capacity



# Handwashing Sinks

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- Hand washing sinks must be accessible to children
  - By platform
  - Installed at children's level
- New construction/remodeled centers must have separate hand washing sinks in kitchen and diapering areas



# Handwashing Sinks

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- Warm, running water at sinks accessible to children
- Water must not exceed 120° F
- Soap and single service towels, or other approved hand drying devices, required





# Handwashing Sinks

- 1 toilet and 1 handwashing sink for every 15 children for full day programs
- 1 toilet and 1 handwashing sink for every 20 children when children are in attendance for less than 5 continuous hours per day
- Toilet rooms for school-age children must provide for privacy





# Sewage Disposal

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- Municipal or private sewer systems required
- Private sewer/septic systems must be adequate in size and meet health department standards





# Garbage and Refuse

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- Garbage must be stored in water tight containers with tight-fitting covers
- If a dumpster is used, garbage shall be placed in sealed plastic bags
- Garbage cans must have a waterproof liner or be thoroughly cleaned after each emptying
- Garbage and refuse must be removed at least once a week







# Environmental Health Premises

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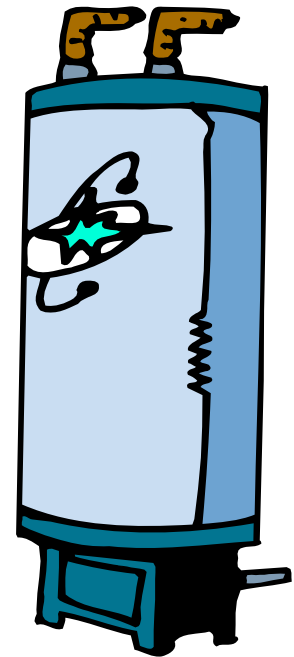
- Premises must be maintained in a clean and safe condition
- All of the following must be in sound condition and maintained in good repair:
  - Roofs, exterior walls, doors, skylights and windows
  - Floors, interior walls, and ceilings

# Environmental Health Premises

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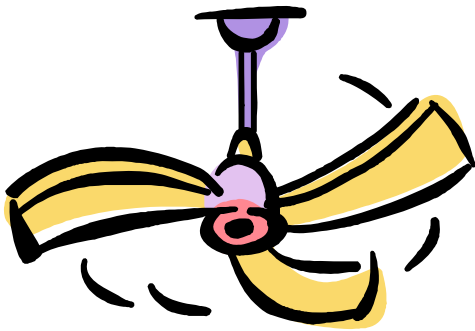
- Plumbing fixtures, water and waste pipes must be properly installed and maintained
- Water heaters must have a thermostatic temperature control and pressure relief valve



# Environmental Health Premises



- Toilet room floor surfaces must be impervious to water, easily cleanable, and maintained in good repair
- Light fixtures, vent covers, wall-mounted fans must be easily cleanable and maintained in good repair





# Maintenance of Premises

- Lead hazard risk assessment required for:
  - **Newly** licensed centers built prior to 1978
- Any identified lead hazards must be corrected
- Verification of lead hazard risk assessment must remain on file at the center
- Go to [www.michigan.gov/leadsafe](http://www.michigan.gov/leadsafe) for list of certified lead risk assessors



Lead Hazard Remediation Program  
**LEAD**  
Childhood Lead Poisoning Prevention



# Environmental Health

- Integrated Pest Management program must be developed and implemented
  - Annual notification to parents
  - Advance notice prior to application of indoor pesticides
  - Indoor application only when rooms will be unoccupied for at least 4 hours





# 1973 PA 116

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- Fingerprinting required for licensee and program director
- ICHAT clearance for employees
- "Listed offenses"
- "Reportable offenses"



## 1973 PA 116

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- A fingerprint scan is required on “the person or each partner, officer, or manager of the child care center” applying for an original or a renewal of a child care center license
- “Manager” = Program director

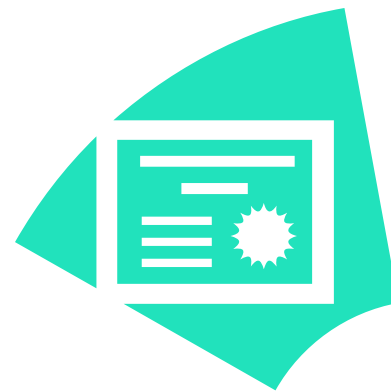




## 1973 PA 116

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- If a criminal history check or criminal records check reveals a conviction of a listed offense, the department shall not issue or renew that license







## 1973 PA 116

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- Before making an offer of employment, the center must perform an ICHAT criminal history check on the person - ([www.michigan.gov/msp](http://www.michigan.gov/msp))
- If ICHAT reveals the person has been convicted of a listed offense, the center may not make an offer of employment to that person



# 1973 PA 116

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- Centers were required to have an ICHAT check on all current employees by 1/1/07
- Cost of the ICHAT clearance may be passed on the employee





## 1973 PA 116

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- Licensee must report to the department within 3 business days after being arraigned on a “reportable” offense
- An employee of a center must report to the center within 3 business days after being arraigned on a “reportable” offense
- Criminal penalties specified for failure to comply with this requirement



# 1973 PA 116

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## Issues recently resolved by legislation:

- Centers staffed by school employees will be required to comply with the requirements of the school code. Multiple fingerprint scans will not be required.
- New fingerprint scans will not be required at renewal.
- Criminal history results may be shared between school districts and licensing.



# Child Care Licensing Updates

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- [www.michigan.gov/dhslicensing](http://www.michigan.gov/dhslicensing)
- Click on "Child Care"
- Child care center rules
- Technical assistance manual
- Forms and pubs



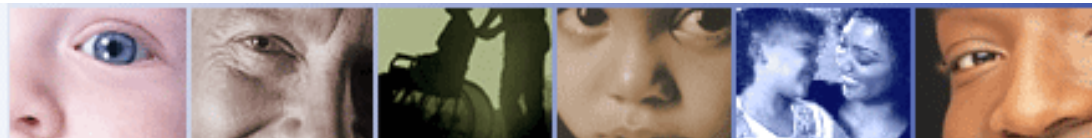


# Child Care Licensing

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For more info contact:

- Your licensing consultant
- Your consultant's area manager
- Lansing (517-373-8300)



**Department of Human Services**